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UNITED STATES DEPARTMENT OF AGRICULTURE  
PRODUCTION AND MARKETING ADMINISTRATION  
SHIPPING AND STORAGE BRANCH  
WASHINGTON 25, D. C.

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 17.2

Prior Approval of Leave

Effective October 8, 1945, all employees of the Shipping and Storage Branch must complete Form AD-17, "Application for Leave - Washington", and submit the request for leave to their immediate supervisor for approval prior to the beginning of the period of leave.

The supervisor receiving the application for leave shall advise the employee if the leave requested is approved or disapproved. If the request for leave is approved, the supervisor shall indicate his approval by signing the application in the space provided for the "Officer authorized to approve leave", and immediately forward the leave slip to the Administrative Section, Room 1231.

Immediately upon return to duty the employee shall report to his leave supervisor and initial the Time and Attendance Report as a certification of the actual amount of leave taken.

It is imperative that each employee realize the importance of securing prior approval of leave. Unauthorized absences from duty are justification for disciplinary action.

Leave supervisors shall be responsible for leave taken by employees under their supervision, and for adhering to the provisions of this procedure.

*S. E. Cotnam*

S. E. Cotnam, Lt. Colonel, C. E.  
Acting Director, Shipping & Storage  
Branch

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